

**Response Due Date and Time:** *October 5, 2006, no later than 4:00 pm, Indianapolis time*

**Summary of Items Included**

**FT. WAYNE DISTRICT**

Item No. 1. Right of Way Engineering Services

**LAPORTE DISTRICT**

Item No. 2. Right of Way Title Research

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

- Item No. 3. Added Travel Lanes on SR 5, in LaGrange Co.
- Item No. 4. Added Travel Lanes on SR 23, in St. Joseph County
- Item No. 5. New Road Project Development for US 31, in Tipton and Howard Counties
- Item No. 6. New Road Project Development for US 31, in Marshall and St. Joseph Counties
- Item No. 7. New Interchange Project Development for US 35, in Delaware County.
- Item No. 8. Added Travel lanes for US 36, in Madison County
- Item No. 9. Added Travel Lanes on SR 39 in Morgan County
- Item No. 10. Added Travel Lanes on SR 135, from CR 700 N to SR 144, in Johnson County
- Item No. 11. Added Travel Lanes on US 421, in LaPorte County
- Item No. 12. Interchange Modification at I-465 and SR 37 (South Jct.), in Marion Co.
- Item No. 13. New Road Development Project for SR 641, Phase IV, in Vigo County.

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF REAL ESTATE**

Item No. 14. Utility and Railroad Coordination Services

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF STRUCTURAL SERVICES**

Item No. 15. Open End Shop Plan Review

**CENTRAL OFFICE – DIVISION OF LOCAL PROGRAMS, RAIL OFFICE**

Item No. 16. Indiana Rail Plan

**CENTRAL OFFICE – DIVISION OF LOCAL PROGRAMS, OFFICE OF TRANSIT**

- Item No. 17. Rural Transit Assistance program (RTAP)
- Item No. 18. Statewide Coordination Plan for Human-Service and Public Transportation

## **Consultant Meetings and Communication Policy**

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

**During the time period between advertisement and the announcement of final consultant selections for the RFP Selection Process, the Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.**

**Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities and technical or scope of services questions specific to services included.**

**Questions regarding the Letter of Interest (LoI) format or requirements are also permissible and are to be directed to [Contractsrfp@indot.in.gov](mailto:Contractsrfp@indot.in.gov)**

## **Letter of Interest Submittal Instructions**

Firms interested in being considered for selection shall respond by sending one email for each item, along with the four (4) required attachments, as noted below. All responses are to be emailed to [Contractsrfp@indot.in.gov](mailto:Contractsrfp@indot.in.gov) with each of the attachments listed below. The subject line for each email and the attached file names are to match the following format with no spaces: **RFP0612-[Firm Name or Nickname]-Item-#**.

### **Required Attachments:**

- one (1) Letter of Interest (LoI) in pdf (preferred) or tif format, named in the same format as identified above for the subject line with “-LOI” added to the end, and  
*Sample file name: RFP0612-myconsultingfirmornickname-item-14-LOI*
- one (1) signed Affirmative Action Certification and associated required documents, for all items with DBE or MBE/WBE goals, in pdf (preferred) or tif format, named in the same format as identified above with “-AAC” added to the end, and
- one (1) completed Current and Completed Projects form in pdf(preferred) or tif format, named in the same format as identified above with “-CCP” added to the end and
- one (1) completed Active and Pending Contract Balances form in pdf(preferred) or Excel (.xls) format, named in the same format as identified above for the subject line with “-APB” added to the end. This form, when completed, will be the same for every item submitted. The CCP form above may vary from item to item depending on type of services required for the item.

NOTE: The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances forms required are available on the [Department’s Website](#) .

**All Letters of Interest must be received no later than “Response Due Date and Time”, as shown in the RFP header on page 1, in order to be considered for selection. A reply confirmation of receipt will be returned for each email submitted. When completed, selections will be announced through the [Department’s Website](#) .**

## **Selection Procedures**

The Department will directly select consultants for each of the items listed above and further described herein, based on a Letter of Interest (LoI) and other required documents. The requirements for the LoI and the [Consultant Selection Rating Form](#) (**Exhibit A** below) that will be used by INDOT to evaluate and score the submittals are shown below.

To be eligible for selection consideration, prime consultants and sub-consultants must be prequalified. Prequalification requirements and the list of Prequalified Consultants and their approved categories may be found at the [Department's Website](#). A prime consultant need not be prequalified itself for each discipline listed in the prequalification requirements paragraph below provided that at least one subconsultant be prequalified in each discipline and provided further that the LoI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified.

### **Requirements for Letters of Interest**

#### **A. General Instructions for Preparing and Submitting a Letter of Interest**

1. Provide the information requested in the LoI Content (Item B below), in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoIs shall be limited to a total of twelve (12) 8½" x 11" pages. Ten (10) pages for Identification and Qualifications and two (2) pages for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances form do not count toward the total.
3. LoIs must be received no later than "Response Due Date and Time", as shown in the RFP header on page 1. Responses received after this deadline will not be considered. Submittals will have to include all required attachments to be considered for selection.

#### **B. Letter of Interest Content**

##### **Identification and Qualifications**

1. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
2. List all proposed subconsultants, DBE/MBE/WBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link available from the [Department's Website](#).
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

### Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff and *include the percent dedication for each. (The percent requirement is not applicable to open-end contracts.)* Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the required item qualifications.

2. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

### **Requirements for Affirmative Action Certification**

A completed Affirmative Action Certification form is required for **all** items that identify a DBE or MBE/WBE goal. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract, include the contract participation percentage of each DBE or MBE/WBE (whichever applies), and list what the DBE or MBE/WBE (whichever applies) will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE or MBE/WBE certifications, as issued by INDOT or IDOA, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE or MBE/WBE goal (whichever applies), the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE or MBE/WBE goal (whichever applies). Please review the [DBE program](#) and/or [MBE/WBE program](#) as applicable based on any goals set and complete the [DBE Affirmative Act Certification Form](#) or the [MBE/WBE Affirmative Action Certification Form](#) as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT's DBE/MBE/WBE Program Information is available at [Department's Website](#).

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link available from the [Department's Website](#)

**DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE/MBE/WBE.**

Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.

Selection Rating for RFP- No. \_\_\_\_\_, Item No. \_\_\_\_\_

Consultant Name: \_\_\_\_\_

Services Description: \_\_\_\_\_

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	<b>Outstanding Agreement Disputes.</b>				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	<b>Historical Performance.</b>				
	Timeliness score from performance database.			15	
	Quality/Budget score on similar work from performance database.			15	
	Quality/Budget score on all INDOT work from performance database.			10	
Capacity of Team to do Work	<b>Evaluation of the team's personnel and equipment to perform the project on time.</b>				
	Availability of more than adequate capacity that results in <b>added value</b> to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	<b>Technical expertise: Unique Resources &amp; Equipment that yield a relevant added value or efficiency to the deliverable.</b>				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	0
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	<b>Rating of predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.</b>				
	Demonstrated outstanding experience in similar type and complexity.	2		5	0
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
	Historical Performance of Firm's Project Management from database.			5	0
Approach to Project	<b>Understanding and Innovation that gives INDOT cost and/or time savings.</b>				
	High level of understanding and viable innovative ideas proposed.	2		10	0
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	<b>Location of assigned staff office relative to project.</b>				
	Within 50 mi.	1		5	0
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
<b>Weighted Total</b>					<b>0</b>

For categories that are not relevant to the particular agreement being evaluated leave the category score as N/A. This is to be as documented in the RFP.

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Consultant Selection Rating Form Notes Specific to Use on this RFP**

1. Historical performance ratings will not be directly inputted from the database for this particular advertisement due to the fact that the current data is not directly compatible with new process. This applies to the Past Performance category and to the historical performance part of the Project Manager category. Instead, ratings will be assigned between 2 and -3 based on review of available performance data, the professional experience of the individuals doing the scoring and based on feedback available from any known references. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on the location of the indicated responsible consultant office relative to the center of the project or, for non-site specific contracts, the center of the geographical area of the region for which the services are applicable.

### **\* Summary of Revisions**

09-19-06: “Questions and “Answers” have been posted on the web.

[www.in.gov/dot/div/legal/rfp/advertised\\_rfps.htm](http://www.in.gov/dot/div/legal/rfp/advertised_rfps.htm)

09-19-06: Item 15: Revised prequalification requirements. (3.2 is not required for this item)

09-22-06: Item 5: Note additional requirements under “Work Description”.

Additional prequalification categories have been added.

09-22-06: Item 6: Note additional requirements under “Work Description.”

09-22-06: Item 10: Revised prequalification requirements. (5.12 – Karst Studies is not required for this item)

09-22-06: Page 4: Note the changes the to the Key Staff and Project Approach (first paragraph)

## **FT. WAYNE DISTRICT**

### **Item No. 1. Right of Way Engineering Services**

Work Description: Selected consulting firms to perform Right Of Way Engineering services on an as-needed

basis that may include any or all of the following services: Abstracting, Right Of Way Engineering, and Staking.

Maximum Agreement Amount: Two (2) contracts @ \$800,000.00 each

Contract Type: Negotiated Labor Rate

Funding: Federal funding involved

Term of Contract: Two year contract, with INDOT's option to renew for two (2) additional years upon the same terms.

DBE Goal: None

Required Prequalification Categories (Combination of Prime and Sub Consultants):

11.1 Right of Way Plan Development

12.2 Right of Way Title Research

## **LAPORTE DISTRICT**

### **Item No. 2. Right of Way Title Research**

Work Description: The selected consultants will perform title research for highway right of way on an as needed basis.

Maximum Agreement Amount: Two (2) contracts @ \$150,000.00 each

Contract Type: Unit Prices

Funding: Federal funding involved

Term of Contract: Two year contract

DBE Goal: None

Required Prequalification Categories (Combination of Prime and Sub Consultants):

12.2 Right of Way Title Research



**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 3. Added Travel Lanes on SR 5, from US 20 to CR 345N (2.43 miles) in LaGrange Co.**

Work Description: The work includes the development of Contract documents for added auxiliary lanes, TWLTL, preparation of the Environmental Services, Design Plans, Real Estate Services, Right-of-way acquisition, and Topo survey data collection. The majority of the project is within the corporate limits of Shipshewana.

Estimated Construction Cost: \$4,993,102.00

Contract Type: Cost plus Fixed Fee

Funding: Federal funding involved

DBE Goal: 5%

Existing Studies: Existing studies are available on CD, in INDOT's Central Office, Division of Contract Administration, Room N855. Please call (317) 232-5070 for information about obtaining a copy.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.1 Environmental Document Preparation – EA; 6.1 Topographic Survey Data Collection;  
8.2 Experience in Complex Road Design;  
10.1 Traffic Signal Design; 11.1 Right of Way Plan Development;  
12.1 Project Management for Right-of-way Acquisition Services; 12.2 Title Research;  
12.3 Value Analysis; 12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation; 12.8 Relocation

Additional Qualifications: Subsurface utility engineering services (SUE) and Utility Coordination.

Deliverables:	Date:
1. Plans 30% Complete	02-14-2008
2. Plans 60% Complete	08-15-2008
3. Environmental Document Approved	02-15-2009
4. Plans 90% Complete	07-15-2010
5. Tracings Submittal	10-15-2010

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 4. Added Travel Lanes on SR 23, from 0.5 miles north of SR 331 (Brick Road) to 2.7 miles north of SR 331 through Granger, in St. Joseph County**

Work Description: The existing route is currently a 2-lane facility that will be widened to a 5-lane section (4 travel lanes and TWLTL) with curb and gutter. A railroad crossing improvement on SR 23 is also included within the project limits, along with six intersections and a signal modification. The work also includes the development of feasible alternatives selection report.

Estimated Construction Cost: \$16,602,064.00

Contract Type: Cost plus Fixed Fee

Funding: Federal Funding involved

DBE Goal: 7%

Existing Studies: Existing studies are available on CD, in INDOT's Central Office, Division of Contract Administration, Room N855. Please call (317) 232-5070 for information about obtaining a copy.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

2.1 Traffic Data Collection; 2.2 Traffic forecasting; 3.2 Complex or Major Analysis;  
4.2 Complex or Major Analysis; 5.1 Environmental document Preparation – EA/EIS;  
5.3 Environmental Document Preparation – Section 4(f); 5.4 Ecological Surveys;  
5.5 Wetland Mitigation; 5.6 Waterway permits; 5.7 Air Quality Analysis;  
5.8 Noise Analysis and Abatement Design; 5.9 Archaeological Investigations;  
5.10 Historical/Architectural Investigations;  
5.11 ESA Screening, Phase I and Phase II, Remedial Design;  
6.1 Topographic Survey Data Collection; 8.1 Non-Complex Roadway Design;  
10.1 Traffic Signal Design; 11.1 Right of Way Plan Development;  
12.1 Project Management for Acquisition services; 12.2 Title Research; 12.3 Value Analysis;  
12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation;  
12.8 Relocation

Additional Qualifications: Utility Coordination; Subsurface utility engineering services; Thorough understanding of Project Development Process.

Deliverables – Des 0500119	Date:	Deliverables – Des 0401386	Date:
1. Preliminary Field Check	05-15-2007	Complete Feasible Alt. Selection Rpt	10-15-2007
2. Final Right-of-Way	02-15-2008	Complete Survey	03-15-2008
3. Final Environmental	02-15-2008	Preliminary Field Check	08-15-2008
4. Final Design Summary	03-15-2008	Final Right of Way	01-15-2009
5. Final Field Check	07-29-2008	Final Design Summary	01-15-2009
6. Ready for Contracts	12-15-2008	Final Field Check	04-15-2010

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT****Item No. 5. New Road Project Development for US 31 Kokomo By-Pass in Tipton and Howard Counties**

Work Description: This project will include new road, bridge and interchange construction beginning in FY 2010 through 2015, with different sections being let in each of the scheduled fiscal years. *The work includes the development of a Project Financial Plan as addressed in FHWA guidance located at <http://www.fhwa.dot.gov/programadmin/mega/120805.cfm>*, development of contract documents, the preparation of design plans, real estate services, right-of-way acquisition and utility coordination.

**\* When submitting a LoI for this item, five (5) pages for the combined Key Staff and Project Approach is permissible, instead of the standard two (2) pages.**

Estimated Construction Cost: \$344,537,446.00

Funding: Federal funding involved

Contract Type: Cost plus Fixed Fee

Existing Studies: Existing information is available on the web at [www.US31Kokomo.com](http://www.US31Kokomo.com)

DBE Goal: 10%

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.5 Wetland Mitigation; 5.6 Waterway Permits; 5.9 Archaeological Investigations;  
5.11 ESA Screening, Phase I and Phase II, Remedial Design;  
8.2 Complex Roadway Design; 9.2 Level 2 Bridge Design; 10.1 Traffic Signal Design;  
10.4 Lighting Design; 11.1 Right of Way Plan Development;  
12.1 Project Management for Acquisition services; 12.2 Title Research; 12.3 Value Analysis;  
12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation; 12.8 Relocation;

Additional Qualifications: Utility Coordination; Subsurface utility engineering services; Thorough understanding of Project Development Process.

Deliverables: See the “Work Description” above.

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 6. New Road Project Development for US 31, from US 30 to US 20  
(Plymouth to South Bend), in Marshall and St. Joseph Counties**

**Work Description:** This project will include new road construction beginning in FY 2009 through 2013, with different sections being let in each of the scheduled fiscal years. *The work includes the development of a Project Financial Plan as addressed in FHWA guidance located at <http://www.fhwa.dot.gov/programadmin/mega/120805.cfm>, development of a Project Management Plan as addressed in FHWA guidance located at <http://www.fhwa.dot.gov/programadmin/mega/megaiii.htm>, development of contract documents, the preparation of the Design Plans, Permitting, Real Estate Services, and Right of Way acquisition.*

**\* When submitting a LoI for this item, five (5) pages for the combined Key Staff and Project Approach is permissible, instead of the standard two (2) pages.**

**Estimated Construction Cost:** \$418,383,121.00

**Contract Type:** Cost plus Fixed Fee

**Funding:** Federal funding involved

**Existing Studies:** Existing information is available on the web at [www.US31study.org](http://www.US31study.org). Additional information is available on CD, in INDOT's Central Office, Division of Contract Administration, Room N855. Please call (317) 232-5070 for information about obtaining a copy.

**DBE Goal:** 10%

**Required Prequalification Categories (Combination of Prime and Sub Consultants):**

5.4 Ecological Surveys; 5.5 Wetland Mitigation; 5.6 Waterway permits;  
5.8 Noise Analysis and Abatement Design; 5.9 Archaeological Investigations;  
8.2 Complex Roadway Design; 9.2 Level 2 Bridge Design; 10.1 Traffic Signal Design;  
10.2 Traffic Signal system Design; 10.3 Complex Roadway Sign Design;  
10.4 Lighting Design; 11.1 Right of Way Plan Development;  
12.1 Project Management for Acquisition services; 12.2 Title Research;  
12.3 Value Analysis; 12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation;  
12.8 Relocation

**Additional Qualifications:** Utility Coordination; Subsurface Utility engineering (SUE) Services; Thorough understanding of Project Development Process.

**Deliverables:** See the "Work Description" above.

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 7. New Interchange Project Development for US 35 at McGalliard Road, Delaware County.**

Work Description: Work includes development of a new interchange. The project limits are from 1.4 miles north of SR 32 to 2.4 miles north of SR 32.

Estimated Construction Cost: \$22,432,777 .00

Contract Type: Cost plus Fixed Fee

Funding: Federal funding involved.

DBE Goal: 7%

Existing Studies: Existing studies are available on CD, in INDOT's Central Office, Division of Contract Administration, Room N855. Please call (317) 232-5070 for information about obtaining a copy.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.1 Environmental document Preparation – EA/EIS; 5.2 Environmental Document Preparation – CE; 5.3 Environmental Document Preparation – Section 4(f); 5.4 Ecological Surveys; 5.5 Wetland Mitigation; 5.6 Waterway permits; 5.7 Air Quality Analysis; 5.8 Noise Analysis and Abatement Design; 5.9 Archaeological Investigations; 5.10 Historical/Architectural Investigations; 5.11 ESA Screening, Phase I and Phase II, Remedial Design; 6.1 Topographic Survey Data Collection; 8.2 Complex Roadway Design; 9.2 Level 2 Bridge Design; 10.1 Traffic Signal Design; 10.4 Lighting Design; 11.1 Right of Way Plan Development; 12.1 Project Management for Acquisition services; 12.2 Title Research; 12.3 Value Analysis; 12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation; 12.8 Relocation;

Additional Qualifications: Utility Coordination; Subsurface Utility Engineering services; Thorough understanding of Project Development Process.

Deliverables:	Date:
1. Complete survey	03-15-2007
2. Preliminary Field Check	09-15-2007
3. Final Right of Way	09-15-2008
4. Final Environmental	09-15-2008
5. Final Design Summary	10-15-2008
6. Final Field Check	03-15-2009
7. Ready for Contracts	09-15-2009

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 8. Added Travel lanes for US 36, from south of Junction with SR 9 to Fall Creek (2.1 mi. North of the south Junction with SR 9), in Madison County**

Work Description: Consultant to deliver project development services and contract documents, including Environmental Document preparation, Survey, Road and Bridge Design, Right of Way Services, Permitting, and Utility Coordination, for project delivery beginning the fall of 2012.

Estimated Construction Cost: \$12,273,669.00

Contract Type: Cost plus Fixed Fee

Funding: Federal funding involved

DBE Goal: 5%

Existing Studies: No additional is information available at this time. If information becomes available, it will be posted on the web and a ListServ notification sent.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.1 Environmental document Preparation – EA/EIS; 5.2 Environmental Document Preparation – CE; 5.4 Ecological Surveys; 5.10 Historical/Architectural Investigations; 8.2 Complex Roadway Design; 9.1 Level 1 Bridge Design; 9.2 Level 2 Bridge Design; 10.2 Traffic Signal system Design; 11.1 Right of Way Plan Development; 12.1 Project Management for Acquisition services; 12.2 Title Research; 12.3 Value Analysis; 12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation; 12.8 Relocation;

Additional Qualifications: Utility Coordination; Subsurface utility engineering services; Thorough understanding of Project Development Process.

Deliverables: Date:

1. Final Plans 03-01-2012

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 9. Added Travel Lanes on SR 39 in Morgan County**

Work Description: The proposed project will begin near the intersection of SR 39 and SR 37. Alternate alignments for SR 39 will be investigated which will proceed north from the intersection of SR 39 and SR 37 and tie back into the existing alignment approximately one half mile south of the SR 39 and SR 67 intersection. The entire project length is estimated to be two and one half miles. The existing bridge over the White River will be widened and rehabilitated to accommodate four lanes. The alternate alignment will be a two lane rural section.

Estimated Construction Cost: \$20,500,000.00

Contract Type: Cost-Plus fixed Fee

Funding: Federal funding involved

DBE Goal: 7%

Existing Studies: No additional information is available.

**Required Qualifications:**

3.1 Routine and Minor analysis; 5.1 Environmental document Preparation – EA/EIS;  
5.4 Ecological Surveys; 5.5 Wetland Mitigation; 5.6 Waterway permits;  
5.9 Archaeological Investigations; 6.1 Topographic Survey Data Collection;  
8.1 Non-Complex Roadway Design; 9.2 Level 2 Bridge Design;  
10.1 Traffic Signal Design; 11.1 Right of Way Plan Development;  
12.1 Project Management for Acquisition services; 12.2 Title Research; 12.3 Value Analysis;  
12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation;

Additional Qualifications: Utility Coordination; Subsurface utility engineering services; Thorough understanding of Project Development Process.

Deliverables:	Date:
1. Environmental Approval Bridge and Approach	02-15-2008
2. Environmental Approval of Alternate Alignment	12-15-2008
3. Final Right of Way Plans for Bridge	02-15-2008
4. Bridge widening Ready for Contracts	05-15-2010
5. Alternate Alignment Ready for Contracts	02-15-2012

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 10. Added Travel Lanes on SR 135, from CR 700 N to SR 144, in Johnson County**

Work Description: Consultant to provide contract documents, Environmental Services, Roadway and Bridge Design, Mitigation Plans, Right of Way Services, Permitting, and Utility Coordination.

Estimated Construction Cost: \$24,934,928.00

Contract Type: Cost-Plus Fixed fee

Funding: Federal funding involved

DBE Goal: 7%

Existing Studies: No additional information is available.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.1 Environmental document Preparation – EA/EIS; 5.2 Environmental Document Preparation – CE; 5.3 Environmental Document Preparation – Section 4(f); 5.4 Ecological Surveys; 5.5 Wetland Mitigation; 5.6 Waterway permits; 5.7 Air Quality Analysis; 5.8 Noise Analysis and Abatement Design; 5.9 Archaeological Investigations; 5.10 Historical/Architectural Investigations; 5.11 ESA Screening, Phase I and Phase II, Remedial Design; 6.1 Topographic Survey Data Collection; 8.2 Complex Roadway Design; 9.2 Level 2 Bridge Design; 10.1 Traffic Signal Design; 10.2 Traffic Signal system Design; 10.3 Complex Roadway Sign Design; 10.4 Lighting Design; 11.1 Right of Way Plan Development; 12.1 Project Management for Acquisition services; 12.2 Title Research; 12.3 Value Analysis; 12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation; 12.8 Relocation;

Additional Qualifications: Consultant will coordinate with the Project Manager to deliver this project early.

Deliverables:	Date:
1. 30% Plans (Preliminary Field Check)	07-01-2008
3. 60% Plans (Design Approval)	07-01-2009
4. Approved NEPA document	07-01-2009
5. Right of Way Clear	05-01-2011
6. 90% Plans	05-01-2011



**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 11. Added Travel Lanes on US 421, from the south junction of SR 2 to north junction of SR 2, in LaPorte County**

Work Description: The existing route is currently a two-lane facility that will be widened to a 5-lane section (4 travel lanes and TWLTL) with curb and gutter.

Estimated Construction Cost: \$7,115,773.00

Contract Type: Cost-Plus Fixed Fee

Funding: Federal funding involved

DBE Goal: 5%

Existing Studies: Existing studies are available on CD, in INDOT's Central Office, Division of Contract Administration, Room N855. Please call (317) 232-5070 for information about obtaining a copy.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.1 Environmental document Preparation – EA/EIS; 5.2 Environmental Document Preparation – CE;  
5.3 Environmental Document Preparation – Section 4(f); 5.4 Ecological Surveys;  
5.5 Wetland Mitigation; 5.6 Waterway permits; 5.7 Air Quality Analysis;  
5.8 Noise Analysis and Abatement Design; 5.9 Archaeological Investigations;  
5.10 Historical/Architectural Investigations;  
5.11 ESA Screening, Phase I and Phase II, Remedial Design;  
6.1 Topographic Survey Data Collection; 8.1 Non-Complex Roadway Design;  
10.1 Traffic Signal Design; 11.1 Right of Way Plan Development;  
12.1 Project Management for Acquisition services; 12.2 Title Research; 12.3 Value Analysis;  
12.4 Appraisal; 12.5 Appraisal Review; 12.6 Negotiation; 12.8 Relocation;

Additional Qualifications: Experience in Utility Coordination; Experience in Subsurface Utility Engineering Services; Thorough understanding of Project Development Process.

Deliverables:	Date:
1. Complete Survey	03-15-2007
2. Preliminary Field Check	09-15-2007
3. Final Right of Way	09-15-2008
4. Final Environmental	09-15-2008
5. Final Design Summary	10-15-2008
6. Final Field Check	03-15-2009
7. Ready for Contracts	09-15-2009

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 12. Interchange Modification at I-465 and SR 37 (South Jct.), in Marion Co.**

Work Description: The work includes the development of Contract documents, preparation of the Environmental Services, Design Plans, and Utility Coordination. No additional right-of-way will be acquired.

Estimated Construction Cost: \$7,768,254.00

Contract Type: Cost-Plus fixed Fee

Funding: Federal funding involved

DBE Goal: 5%

Existing Studies: Existing studies are available on CD, in INDOT's Central Office, Division of Contract Administration, Room N855. Please call (317) 232-5070 for information about obtaining a copy.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.2 Environmental Document Preparation – CE

6.1 Topographic Survey Data Collection

8.2 Complex Roadway Design

10.1 Traffic Signal Design

Additional Qualifications: Experience in Utility Coordination; Experience in Subsurface Utility Engineering Services; Thorough understanding of Project Development Process.

Deliverables:	Date:
1. Plans 30% Complete	10-15-2007
2. Plans 60% Complete	04-15-2008
3. Environmental Document Approved	06-15-2008
4. Plans 90% Complete	08-15-2009
5. Tracings Submittal	11-01-2009

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF PROJECT MANAGEMENT**

**Item No. 13. New Road Development Project for SR 641, Phase IV, in Vigo County.**

Work Description: The work includes new road construction from a point East of Riley Rd to Margaret Ave, including an interchange with I-70. Consultant to develop project development documents and services to include Roadway and Bridge Design, Mitigation Plans, Right of Way Services, Survey, Permitting, and Utility Coordination.

Estimated Construction Cost: \$54,230,533.00

Contract Type: Cost-Plus fixed Fee

Funding: Federal funding involved

DBE Goal: 7%

Existing Studies: Existing studies are available on CD, in INDOT's Central Office, Division of Contract Administration, Room N855. Please call (317) 232-5070 for information about obtaining a copy.

Required Prequalification Categories (Combination of Prime and Sub Consultants):

5.2 Environmental Document Preparation – CE; 5.6 Waterway permits;  
8.2 Complex Roadway Design; 9.2 Level 2 Bridge Design; 10.1 Traffic Signal Design;  
10.2 Traffic Signal system Design; 10.3 Complex Roadway Sign Design; 10.4 Lighting Design;  
11.1 Right of Way Plan Development; 12.1 Project Management for Acquisition services;  
12.2 Title Research; 12.3 Value Analysis; 12.4 Appraisal; 12.5 Appraisal Review;  
12.6 Negotiation; 12.8 Relocation;

Additional Qualifications: Consultant to work with Design consultant of Phase III. Consultant to coordinate with the project Manager for early project delivery.

Deliverables:	Date:
1. Plans 30% Complete (Preliminary Field Check )	07-01-2008
2. Plans 60% Complete (Design Approval)	07-01-2009
3. Right of Way Clear	05-01-2011
4. Plans 90% Complete	05-01-2011

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF REAL ESTATE SERVICES**

**Item No. 14. Utility and Railroad Coordination Services**

Work Description: Three consultants will be selected to perform utility and railroad coordination activities as directed by Division of Production Management (Central Office), in accordance with INDOT manuals (Chapter 10 and 11 of Design Manual) and utility/railroad coordination procedures. Projects will be assigned on an as-needed basis and will be for projects throughout the state of Indiana.

Maximum Agreement Amount: Three (3) contracts @ \$600,000.00 each

Contract Type: Negotiated Hourly Rate

Funding: Federal funding involved

DBE Goal: None

Term of Contract: Two year contract, option to renew one time for both time and money

Approximate No. of assignments: 20-25 projects to Ready for Contracts, per year

Required Prequalification Categories (Combination of Prime and Sub Consultants):

General Prequalification.

Additional Qualifications: Experience in Utility and/or Railroad Coordination following INDOT procedures.

**CENTRAL OFFICE – DIVISION OF PRODUCTION MANAGEMENT, OFFICE OF  
STRUCTURAL SERVICES**

**Item No. 15. Open End Shop Plan Review**

Work Description: Review of shop plans for bridge rehabilitation and replacement projects

Maximum Agreement Amount: One (1) contract @ \$250,000.00

Contract Type: Negotiated Labor Rate

Funding: Federal funding involved

DBE Goal: None

Term of Contract: Two years

Approximate No. of Assignments: One

Required Prequalification Categories (Combination of Prime and Sub Consultants):

9.1 Level 1 Bridge Design

**CENTRAL OFFICE – DIVISION OF LOCAL PROGRAMS, RAIL OFFICE**

**Item No. 16. Indiana Rail Plan**

Work Description: The development of the 2007 Indiana State Rail Plan, an examination of the national and local freight and passenger rail issues, along with the larger global freight transportation issues with recommendations for Indiana.

Contract Type: Negotiated Labor Rate

No. of Contracts: One (1) contract

Term of Contract: Ten (10) months

Approximate No. of Assignments: Twelve (12)

Funding: Federal funding involved.

DBE Goal: None

Required Prequalification Categories (Combination of Prime and Sub Consultants):

General Prequalifications

## **CENTRAL OFFICE – DIVISION OF LOCAL PROGRAMS, OFFICE OF TRANSIT**

### **Item No. 17. Rural Transit Assistance program (RTAP)**

Type of Work: The development and implementation of the Indiana Rural Transit Assistance Program (RTAP) for calendar years 2007 and 2008. The Indiana RTAP provides technical assistance, research, and training for rural transit and specialized transportation providers in Indiana.

Project Description: The Rural Transit Assistance Program (49 U.S.C. 5311(b)(2)) provides a source of funding to assist in the design and implementation of training and technical assistance projects and other support services tailored to meet the needs of transit operators in nonurbanized areas. The Indiana RTAP has been in existence since 1990.

The consultant will be responsible for developing and implementing the Indiana Rural Transit Assistance Program (RTAP) for calendar years 2007 and 2008 with the following program components:

- Administration
  - submit annual workplans and monthly activity reports;
  - attend monthly INDOT staff meetings;
  - evaluate program effectiveness;
- General Technical Assistance
  - maintain RTAP website, resource library and training/marketing brochures and videos;
  - publish quarterly newsletter;
  - attend local transportation advisory committee meetings;
  - provide assistance to state and federal officials;
  - assist with semi-annual INDOT training workshops, and other related meetings and conferences;
  - conduct Section 5310 compliance reviews;
  - review annual grant applications for the Sections 5310 and 5311 programs;
- Implementation of Training Curriculum for rural transit and specialized transit providers to promote safe and accessible transit, including but not limited to:
  - Safety and Security (including emergency preparedness)
  - Master Driver Training
  - Passenger Assistance Techniques
  - Vehicle Preventive Maintenance
  - Building Quality Service
- Substance Abuse Technical Assistance and Compliance:
  - assist rural transit providers with drug & alcohol program requirements,
  - conduct drug & alcohol program compliance reviews,
  - collect specific data for federal reporting requirements, and
  - provide vendor oversight of state-managed Third Party Agreement for testing administrators;
- Rural Transit Provider Compliance Reviews including but not limited to the following categories:

- Financial/Accounting/Procurement
- Public Involvement
- General Compliance and Assurances
- Title VI, EEO, DBE, and ADA
- Labor
- Private Sector Participation
- Charter and School Bus Services
- Drug Free Workplace, and Drug and Alcohol Testing
- Bloodborne Pathogens

Contract Type: Cost Plus Fixed Fee

DBE Goal: 3%

Funding: Federal funding involved

Existing Programs: The RTAP Program (49 U.S.C. 5311(b)(2)) provides funding to assist in the design and implementation of training and technical assistance projects to meet the needs of transit operators in nonurbanized areas. The Indiana RTAP Program has existed since 1990; the current website is located at <http://www.indianartap.com/>.

The current Field Guide for conducting Section 5311 compliance reviews and Questionnaires used for the Drug and Alcohol compliance reviews can be found on the INDOT Office of Transit's website located at <http://www.in.gov/dot/modetrans/>

Required Prequalification Categories (Combination of Prime and Sub Consultants):

General Prequalification.

Additional Qualifications: Public transit system operational, managerial, and financial expertise; Skills, knowledge, and expertise in Federal and State transportation laws and regulations.

Deliverables:

Date:

- |   |                                  |
|---|----------------------------------|
| 1. Annual Work Program (2)  | January 1 of each year           |
| 2. Monthly Activity Reports (24)  | First day of each Month          |
| 3. Production of Indiana Dispatch Newsletters (8)   | First day of each quarter        |
| 4. Production and Maintenance of RTAP Website   | Ongoing                          |
| 5. Conduct 76 Classes annually from the approved Training Curriculum (as shown in Work Program And Monthly Activity Reports)                | Average of 6.3 Classes per month |
| 6. Conduct up to 20 Substance Abuse Compliance Reviews (including written documentation of the findings and follow-up technical assistance) | 10 due in 2007; 10 due in 2008   |
| 7. Attend 24 TAC meetings (5311 or 5310) meetings (as shown in Monthly Activity Reports)  | 12 in 2007; in 2008              |
| 8. Conduct up to 20 Rural Compliance Reviews (including written documentation of the findings and follow-up technical assistance)           | 10 due in 2007; 10 due in 2008   |



## **CENTRAL OFFICE – DIVISION OF LOCAL PROGRAMS, OFFICE OF TRANSIT**

### **Item No. 18. Statewide Coordination Plan for Human-Service and Public Transportation**

Type of Work: Development and production of a Statewide Coordination Plan for Human-Service and Public Transportation. Plan development will begin at the local level. The Statewide Coordination Plan document will be comprised of all locally-derived coordination plans developed for counties or regions in Indiana.

Project Description: The consultant will be responsible for producing locally-derived human-service and public transit Coordination Plans for Indiana's 74 rural counties. (Metropolitan Planning Organizations (MPO) will produce coordination plans for Indiana's urban counties). The Coordination Plans should include the following key aspects (as listed in the March 15, 2006, Federal Register Notice – see Existing Products below):

- An assessment of transportation needs for individuals with disabilities, older adults, and persons with low-incomes;
- An inventory of available services that identifies areas of redundant service and gaps in service;
- Strategies to address the identified gaps in service;
- Identification of coordination actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources; and,
- Prioritization of implementation strategies.

The final Statewide Coordination Plan document will include all locally-derived Coordination Plans for the 74 rural counties (single and multi-county plans), and incorporate by reference the MPO-produced Coordination Plan documents, to comprise the state in its entirety. The consultant will not be responsible for areas outside the 74 rural counties, but should, where appropriate, coordinate rural coordination activities with similar MPO activities.

#### **Background**

The INDOT Office of Transit (six-person staff) works with a total of 58 transit grantees: 37 rural systems and 21 urban transit grantees; as well as the 13 metropolitan planning organizations in Indiana (see attached map). The Office of Transit manages the FTA Sections 5310 and 5311 Programs in addition to the Sections 5303/5313 Programs. Transportation coordination is already

a  
requirement for grantees in the Sections 5311 and 5310 programs.

To start this renewed coordination project for Indiana, it is anticipated that most rural transit systems' Transit Advisory Committees (TAC's) will work through the United We Ride, Framework for Action for Communities, by the end of 2006. These documents can then be used to

fully develop the locally-derived Coordination Plans. Out of the 74 rural counties, 55 counties have some form of public transit service (countywide or city), and 19 counties have no public transit available. In these 19 counties, it is anticipated that 5310 TAC's will be used to start the

coordination plans for those counties with no public transit.

Contract Type: Cost Plus Fixed Fee

Funding: Federal funding involved

DBE Goal: 3%

Existing Reports: Public Transit Annual Reports and State Management Plans for Sections 5311 and 5310 on website: <http://www.in.gov/dot/modetrans/>

November 30, 2005, Federal Register Notice (Vol. 70, No. 229)

March 13, 2006, Federal Register Notice (Vol. 71, No. 50)

Required Prequalification Categories (Combination of Prime and Sub Consultants):

General Prequalification.

Additional Qualifications: Public transit system operational, financial, and planning expertise;  
Human Service Transportation knowledge including the following:  
Disabled Community  
Elderly Community  
Low-Income Persons  
Medical Community

Deliverables:

Date:

1. Draft Statewide Coordination Plan  
Must include the following key aspects:

June 1, 2007

- An assessment of needs for designated populations;
- An inventory of services;
- Strategies to address gaps in service;
- Identification of coordination actions;
- Prioritization of implementation strategies;

2. Final Statewide Coordination Plan Document  
(100 printed copies, 100 CD-ROM's)

September 30, 2007